

**Licensable Safety Advisory Group and Non-Licensable Safety Advisory Group Meeting**  
**Wednesday, 18th January 2017 10.00 am**  
**Bids Boardroom Lord Street, Liverpool**

**Present (LCC unless stated):**

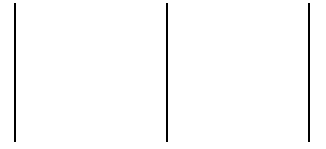
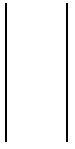
Kevin Johnson (KJ)	City Manager Licensing
Ann Marie Moran (AMM)	Licensing & Regulatory Services (LARS)
Neil Bascombe (NB)	Street Scene - Parks
Ian Theodore (IT)	Public Protection Business Support
Susan McPherson (SMP)	Merseyside Fire & Rescue (MFRS)
Sue Lees (SL)	Culture Liverpool
David Barker (DB)	Culture Liverpool
Lorna Dempsey (LD)	Matrix Events Merseyside police
Gary Baskott (GB)	Licensing and Regulatory Services (LARS)
Kenny Brew (KB)	Street Scene – Parks
Joanne Davies (JD)	NHS Liverpool CCG
Lisa Howard (LH)	MFRS
Keith Gorman (KG)	ACC Liverpool
Seamus Coyle (SC)	Culture Liverpool
Cheryl Wright (CW)	Merseyside Police
Steve Hardy (SH)	Merseyside Police
Steve Cook	Merseytravel

**Apologies:**

Delyth Jones (DJ)	Environmental & Emergency Resilience Unit (EERU)
Richard Parkinson (RP)	Public Protection
Jamie Riley (JR)	Emergency Planning

1.	Introduction and Apologies	Action	Due Date
	Chair welcome, introductions and apologies.		
2.	<b>Minutes of Last Licensable SAG &amp; Non-Licensable SAG Meeting</b> Members agreed minutes last meeting were true and accurate.		
3.	<p><b>Major Events Planner</b></p> <p>Further to the last meeting when a full presentation took place with regard to the Major Events Planner, It was agreed that if an event does not appear on the Event Planner it will not be heard or discussed.</p> <p>Culture Liverpool Major events;- including River festival and Armed Forces Day. There remain discussions on the route of the parade. All other issues are well in hand. Contingency plans have been discussed with Jamie Riley. Seargent Pepper event will cover a two and a half week period. Lucy in the Sky event will be using Group F Pyrotechnics. The display will be approx. 10.30 pm and there could possibly be 25000 people. No issues with the display so far organisers are looking at the lateness in Fire time due to the time of year. Consultation may be needed with Merseytravel</p> <p>Seamus Coyle Disney Village 14 and 23 July – No issues. Village contracts waiting to be signed off AMM and KB requested an invitation to a debrief for last years</p>		

	<p>event</p> <p>Kenny Brew Major Events Planner very easy to use and useful for contact names Ukulele Orchestra at Pier Head on Sat 6 May as part of a marriage proposal Norwegian Constitution day 14 May expecting 100-200 people Ice Festival 6<sup>th</sup> November – TBC No other issues</p> <p>Licensing A general discussion took place on name of person who had inputted major events on the planner which were currently listed as confidential David Barker will look to amend this for next months meeting.</p> <p>Confidential Events –TBC Contact Name field in Planner to be made compulsory. Spring Food and Drink – Easter Weekend Joint Agency meeting imminent as the location within the park is changing JMU Graduation Week Possible closure of Hope Street. Hope and Glory Festival 5 and 6 Aug – several JAG's took place, along with submission on first draft event documents by 1 March. Pride Weekend of 29 July – To go out to tender Fusion will take place on 2 and 3 September at Otterspool. Possibility it may also include 1<sup>st</sup> September, for a stand alone concert. Cream – Steelyard Event may take place over three weekends in November/December with shorter hours due to the number of noise complaints. Cream are in consultation with Environmental Health over noise Sound City Licence – Approved- Joint Agency Meeting scheduled for 2 March Secret Cinema could attract 5000 people. Event includes dance cast, fair ground and makeover. Event to take place 25-27 August. Awaiting Joint Agency Meeting</p> <p>Neil Bascombe 20 August Kidsfest and Walton Festival 15 and 16 July – No issues. All other events are quite small</p> <p>March Events St Patricks Day Parade International Womens Day SL to chase up No other issues</p> <p>Arena Events British Style Collective will clash with Constellations Event</p>	SL	
5.	<p><b>Generic - Any Other Business</b> KB Pop up Champagne Bar Derby Square Apr-Sept Possible Objections. AMM to ask Andy Blackmore (LARS) to look into it. SC Entering phase 2 of Wirral Works (Trains) SC Possible disruptions after ballot on Industrial Action</p>	AMM	
6.	<p><b>Date, Time &amp; Venue of Next Meeting</b> 15 March 2017 10.00 am BIDS Boardroom</p> <ul style="list-style-type: none"> <li>•</li> </ul>	All	



# Licensable Safety Advisory Group & Non-Licensable Safety Advisory Group

## Minutes of Meeting

Wednesday, 19<sup>th</sup> April 2017 @ 1000hrs

City Central BIDS Boardroom, Second Floor, 76-78 Lord Street, Liverpool L2 1TA

### Present (LCC unless stated):

Kevin Johnson (KJ)	City Manager Licensing (Chair)
Ian Cuthbert (IC)	Highways & Transportation (H&T)
Anita McGowan (AMc)	Licensing and Public Protection Services (LAPPS)
Ann Marie Moran (AMM)	Licensing and Public Protection Services (LAPPS)
Cheryl Wright (CW)	Matrix Events, Merseyside Police (MERPOL)
Lorna Dempsey (LD)	Matrix Events, Merseyside Police (MERPOL)
Susan McPherson (SMP)	Merseyside Fire & Rescue (MFRS)
Matt Boyle (MB)	Merseyside Police (MERPOL)
Steve Cook (SC)	Merseytravel (MTL)
Joanne Davies (JD)	NHS Liverpool CCG (CCG)
Jonathan Butler (JB)	North West Ambulance Service (NWAS)

### Invited Personal:

Gill Littlehales (GL)	Licensing Unit, Merseyside Police (MERPOL)
Samantha Cushion (CS)	Licensing Unit, Merseyside Police (MERPOL)
Andy Scott	Smithdown Outdoor Festival
Graham Picken	Smithdown Outdoor Festival
Keith McArthur	Smithdown Outdoor Festival
Paul Laing	Smithdown Outdoor Festival
Jason Dolman (JD)	Sport & Recreation (S&R)
Keith Gorman (KG)	acc Liverpool (ACCL)
Neil Bascombe (NB)	Street Scene - Parks (SS/P)
Chloe Drury (CD)	Culture Liverpool (CL)
Sue McAdam (SMcA)	Culture Liverpool (CL)

### Apologies:

Stephen Hardy (SH)	City Centre, Merseyside Police
Kenny Brew (KB)	Street Scene - Central

1.	Introduction and Apologies	Action	Due Date
	<p>Chair welcome, introductions and apologies.</p> <p>Organisers, in particular safety officer for Smithdown Outdoor Festival outlined proposal for Wavertree Playground on 29/04/2017 &amp; 30/04/17 and advised due to deadlines and unforeseen circumstances they had decided that in the best interests of the festival to withdraw this component from 2017 event program yet TENS remain for Smithdown Rd element. They are aiming for a bigger, better and bolder event on 05/04/18 &amp; 06/04/18.</p> <p>Chair described it as a bold and brave decision to defer an event and recommended that they initiate planning ideally September with SS/P and LAPPS in order to facilitate the event. They concluded by explaining role of safety advisory groups as an advisory body not decision making body.</p>		



7.	<b>Highways &amp; Transportation</b>	<b>Action</b>	<b>Due Date</b>
	H&T advised Sitting Bull challenge took place 17/04/17 drawing 75 entrants. MTL comments after Merseyrail and Arriva Trains North operators staged 24-hour walkout on 08/04/17, day of grand national consequently offered 'appreciation and thanks' to joint working partnership arrangements.		
8.	<b>Temporary Event Notices</b> LAPPS confirmed 37 TEN's 'authorised' for weekend (28/04/17 to 01/05/17) with seven (455 Smithdown Rd, Naked Lunch Café, Kelly's Dispensary, The Handyman, Frank's Bar, Evil Eye & Craft) attributed to Smithdown Road Festival.	LAPPS	
9.	<b>Demonstrations, Protests, Marches and Gatherings</b> Members advised talks commenced and continue on a) social workers walking for social justice which arrives in Liverpool on 25/04/17, b) St George's Day parade (23/04/17), c) May Day parade (01/05/17), d) demonstration (03/06/17) and e) annual orange order parades (12/07/17).	MERPOL	
10.	<b>Miscellaneous Forthcoming Licensable/Non-Licensable Activities</b> Summary of activities for May are a) spring 10k in Sefton Park (06/05/17 & 07/05/17), b) Norwegian Constitution Day (14/05/17), c) <i>The City in The City</i> filming in city centre (14/05/17 & 21/05/17) d) annual Light Night Liverpool returns on 19/05/17 - see <a href="http://www.lightnightliverpool.co.uk">www.lightnightliverpool.co.uk</a>	ALL	
11.	<b>Generic Any Other Business</b> Members had no issues to highlight or report.		
12.	<b>Date, Time &amp; Venue of Next Meeting</b> 17 <sup>th</sup> May 2017 at 1000hrs CCBIDS Boardroom, 76-78 Lord Street, L2 1TA	ALL	

**Licensable Safety Advisory Group and Non-Licensable Safety Advisory Group  
Meeting  
Wednesday, 21st June 2017 10.00 am  
Bids Boardroom Lord Street, Liverpool**

**Present (LCC unless stated):**

Kevin Johnson (KJ)	City Manager Licensing
Ann Marie Moran (AMM)	Licensing & Regulatory Services (LARS)
Steve Clare (SC)	Licensing and Regulatory Services (LARS)
Ian Cuthbert (IC)	Highways
Neil Bascombe (NB)	Street Scene - Parks
Susan McPherson (SMP)	Merseyside Fire & Rescue (MFRS)
Sue Lees (SL)	Culture Liverpool
Andy McNicholl (AM)	LCC Culture
Caroline Robinson (CR)	Licensing & Regulatory Services
Lorna Dempsey (LD)	Matrix Events Merseyside Police
Cheryl Wright	Matrix Events Merseyside Police
Kenny Brew (KB)	Street Scene – Parks
Joanne Davies (JD)	NHS Liverpool CCG
Steve Cook (SC)	Merseytravel
Steve Hardy (SH)	Merseyside Police
David Kelly	Environmental & Emergency Resilience Unit (EERU)
John Prince	on behalf of BIDS
Jen Falding	Culture Liverpool
Russel Cronstley	on behalf of British Style Collective (BSC)

**Apologies:**

Keith Gorman (KG)	ACC Liverpool
Richard Parkinson (RP)	Public Protection

1.	Introduction and Apologies	Action	Due Date
	Chair welcome, introductions and apologies.		
2.	<p><b>Minutes of Last Licensable SAG &amp; Non-Licensable SAG Meeting</b></p> <p>Members agreed minutes last meeting were true and accurate. KJ Apologised for the lateness they were received.</p>		
3.	<p><b>Events for Presentation</b></p> <p><b>British Style Collective 7-9 July</b></p> <p>BSC gave the group an overview of the 3 day event taking place in multiple venues across the city, Russell highlighted key venues of the event, no issues from agencies raised/ no matters outstanding.</p> <p><b>Bold Street Festival 9 July</b></p> <p>JP outlined the event to include 20 stalls street entertainment, kitchen demonstrations. Event documentation received to all, matters outstanding received from Streetscene with regards to Euro Bins, Cleansing Plan, street washing. Highways raised</p>		

<p>license with regard to benches on highway. JP will feedback to BIDS.</p> <p><b>Culture Liverpool</b></p> <p>Culture Liverpool outlined the forthcoming <b>River Festival</b> and <b>Armed Forces Day, 23-25 June</b> and outlined key parts of the event, number of JAGs taken place and event documents that had been circulated the group also highlighted that the Prime Minister would be in attendance. No issues or matters outstanding.</p> <p><b>Liverpool Village</b> – soft opening on <b>Friday 30<sup>th</sup> July – until September</b> and a site walk is planned on Thursday 29/07/17 Culture Liverpool confirmed that the proposed Beatles Weekender planned was now not taking place. Street Scene raised issues over car access to site, ongoing planning will take place to manage events which take place as part of the programme.</p> <p><b>LIMF, 20-23 July</b> – Culture Liverpool outlined the event and JAG's and event documents that had been circulated. No issues or matters outstanding.</p> <p>Culture Liverpool raised and notified of the forthcoming <b>Clipper</b> event scheduled for <b>14/08/17</b>, more detail and JAG to follow, ongoing.</p> <p>Cruise Ship arrival of <b>Disney Cruise 14 July</b> which is likely to be busy.</p> <p>Andy McNicholl notified the group that he had spoken to <b>Fusion 2/3 September</b> there has been a delay in releasing event documentation due to revision in the security plan since Manchester Terrorist Attack, Andy anticipates docs should be circulated by Friday 30 June. AMM requests 2 more JAGS for the dairy booked in advance to avoid diary clash.</p> <p><b>Streetscene</b></p> <p>KB raised the proposed <b>Liverpool Loves</b> Event for <b>05/08/17</b> and a discussion took place with regard to lateness of documentation AMM agreed to email the with the following matters outstanding;- 115 agreement, land use, JAG, Event Management Plan, Alcohol Plan and Liverpool One programme Details.</p>	<p>BIDS /KB/IC</p> <p>AMcN</p> <p>ALL</p> <p>AMM</p>	
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<p>Liverpool Loves to be discussed further at the next SAG.</p> <p><b>Streetscene – Parks</b></p> <p>Neil Bascombe highlighted the following events, Race for life, 4k, Arab Festival, no issues raised.</p> <p><b>Kidfest</b> a discussion took place with regard to the clash with latest published football fixtures Neil Bascombe to discuss with Orb (the organisers)</p> <p><b>Walton Festival 15/16 July</b> 2 joint agencies took place, and event documentation circulated. No issues outstanding except for the TM arrangements for Blackthorne Drive and informing residents. AMM will contact organiser to speak to Highways. AMM enquired about the annual <b>Out of The Blue</b>, Neil Bascombe confirmed that the event will take place in venues only this year.</p> <p><b>Licensing and Regulatory Services</b></p> <p>AMM discussed recent changes to stage line up at <b>Pride Event 29/30/July</b> and a general discussion took place, <b>Eberle Street Pride 29 July</b> was also discussed, Sue McPherson requested a copy of the Eberle Street Document.</p> <p><b>Hope and Glory 5/6 August</b> was discussed all were satisfied with the event documentation and await the forthcoming JAG to be discussed further at next meeting.</p> <p>AMM informed the group about the forthcoming summer Fair at <b>Bishop Martin July and August</b> school to commemorate the meeting of Lennon and McCartney no issues raised from the group.</p> <p><b>Highways and Transportation</b></p> <p><b>Brazilica 15 July</b> was discussed only matter outstanding was the transportation of dancers from the finale point (Williamson Square) to Pier Head a discussion with Merseytravel took place, Ian Cuthbert will discuss with Event organiser.</p> <p><b>HSBC September</b> ride was raised, further JAGS required.</p> <p><b>Hope Street Graduations May</b> – a discussion took place as to problems which arise outside the Philharmonic Hall annually which requires the road to be closed by the Police officer on site, no pre-planning is given to this and is done as an emergency,</p> <p>Highways confirmed that there will be an overnight closure of Hope Street to assist with the erection of a Gantry. AMM</p>	<p>NB</p> <p>AMM</p> <p>AMM</p> <p>IC</p> <p>AMM</p>	
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	<p>agreed to visit the Philharmonic to discuss management outside of their venue.</p> <p><b>Scouse Run 5k</b> route has now changed, last year there was a problem with cleansing the event is not proposed until <b>October</b> therefore this will roll over until August Sag.</p> <p>Highways also confirmed that a recent approach from Liverpool Lighthouse which resulted in extensive road closures has now been reduced to a possible local walk.</p> <p>Ian Cuthbert informed the group about a forthcoming Cabinet Report concerning Street Parties, he agree to brief the group about the issue once formalised.</p> <p><b>TENS</b></p> <p>No issues.</p> <p><b>Demonstrations and Marches</b></p> <p>Demonstrations a discussion took place with regard to the forthcoming <b>Famine March 8 July</b> for 100 people. A further discussion took place on the placing of demonstrations on the Major Events Planner, the group agreed that demonstrations can come in to late, and are to the amount that come in (big and Small) would be too burdensome to place on the planner, Merseyside Police agreed that the annual 12 July Orange Order March would be inputted by them as they are first point of contact.</p> <p><b>AOB</b></p> <p>AMM highlighted <b>Slavery Remembrance Day</b> which will have a jag</p> <p>Merseytravel confirmed that <b>Lime Street will close for 3 weeks end of September</b> and will clash with the LFC V Manchester United Games.</p> <p>Forthcoming Major Events Planners</p> <p>All other events had Been discussed, Steve Clare will chase up Football Clubs for their input of recent published fixtures. The Golf dates on the Major Events Planner does not include the practise dates which begin on the 16<sup>th</sup> July.</p>	<p>IC</p> <p>MERPOL</p> <p>SC</p>	
6.	<p><b>Date, Time &amp; Venue of Next Meeting</b> 19 July 2017 10.00 am BIDS Boardroom</p>	All	

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**Licensable Safety Advisory Group and Non-Licensable Safety Advisory Group  
Meeting  
Wednesday, 19th July 2017 10.00 am  
Bids Boardroom Lord Street, Liverpool**

**Present (LCC unless stated):**

Graham Cameron (GC)	Licensing and Regulatory Services (LARS)
Steve Clare (SC)	Licensing and Regulatory Services (LARS)
Ian Theodore (IT)	Public Protection Business Support
Julia Bryan (JB)	National Museums Liverpool
Marc Roddy (MR)	LCC Sports Events
Ian Cuthbert (IC)	Highways
Neil Bascombe (NB)	Street Scene - Parks
Zoe Rubert (ZR)	LCC St Georges Hall
Sharon Fellowes (SF)	LCC St Georges Hall
Susan McPherson (SMP)	Merseyside Fire & Rescue (MFRS)
Andy McNicholl (AMcN)	LCC Culture
Cheryl Wright (CW)	Matrix Events Merseyside Police
Steve Cook (SC)	Merseytravel
Jamie Riley (JR)	Environmental & Emergency Resilience Unit (EERU)

**Apologies:**

Kevin Johnson (KJ)	Licensing and Regulatory Services (LARS)
Ann Marie Moran (AMM)	Licensing and Regulatory Services (LARS)
Kenny Brew (KB)	Street Scene – Parks

1.	Introduction and Apologies	Action	Due Date
	Chair welcome, introductions and apologies.		
2.	<p><b>Minutes of Last Licensable SAG &amp; Non-Licensable SAG Meeting</b></p> <p>Members agreed minutes last meeting were true and accurate. KJ Apologised for the lateness they were received.</p>		
3.	<p><b>Culture Liverpool</b></p> <p><b>LIMF, 20-23 July</b> – Only minor changes to event but overall comfortable with the plan. Weather may be a factor but plans in place that can be scaled up or down. No trains on Sunday 23 July. Bus Shuttle Service in place.</p> <p><b>Clipper event 14 August</b> – No issues event doc to be circulated in next few weeks.</p> <p><b>BIDS</b> – No Issues</p> <p><b>Liverpool One</b> – No Issues</p>	AMcN	

**Streetscene – No Issues**

**Streetscene – Parks**

Neil Bascombe highlighted the fact that there have been 180+ requests for events so far this year and that this was spiralling

**Isle of Gladstone** – Events in this area of the park are on private land and no involvement from SAG. Radio City event to take place in near future from 7.00 to 13.30.

**Pride** – No Issues

**Hope and Glory** – No Issues

**Kidfest** a discussion took place with regard to the clash with latest published football fixtures Neil Bascombe to discuss with Orb (the organisers)

**Sport and Recreation**

**HSBC Lets Ride (formerly Sky Ride) 24 September** – Waterfront Event. Docs to be submitted before 16 August. Marc Roddy thanked all present for the increased input and assistance at the Rock and Roll Marathon (27 and 28 May). The event went ahead with an uplift in security following events at Manchester Arena on 22 May.

**Licensing and Regulatory Services**

**Everton FC Fixture 27 July (Opponents not known)** – All TRO's are in place.

**Different Trains 1947 Edge Hill Station 27 September 18.00 to 23.00** – Event put on by Metal Culture and footprint is same as last year. No Issues, consultations ongoing.

**Pride** - JAG No Issues

**Fusion** – JAG No Issues

**Food and Drink** – JAG No Issues

**Highways and Transportation**

There has been an approach from Ian Maine for a remembrance parade (Approx 50 people) in memory of his son who died at the Battle of the Somme. Maybe an issue with layout of the march from Museums / Plateau. Alternative route has been requested.

**Scouse Run 5k** - Ongoing.

**Lord Street Market 10 – 13 August**– Docs have been sent out. There will be a Bar facility outside BHS.

	<p><b>TENS</b></p> <p><b>Pride</b> G Bar - No Issues Jupiters - Bar No issues.</p> <p><b>LIMF</b> Craft Tap Room – No Issues Kellys Dispensary – No Issues</p> <p><b>Demonstrations and Marches</b> None</p> <p><b>AOB</b> <b>Slavery Rememberance Day 28 August</b> – Julia Bryan (JB)Culture to lead. Possible impact on Street Traders.</p> <p>Jamie Riley (EERU) suggested that we may need to review SAG/JAG procedures in light of recent terrorist events. We may need to take time out to look at what we do and why we do it. JR has suggested a half day “classroom” which he will put together. Kevin Johnson is fully supportive of this objective. JR to look at “quieter” period, possibly November</p>	<p>JB</p> <p>JR</p>	
6.	<p><b>Date, Time &amp; Venue of Next Meeting</b> 16 August 2017 10.00 am BIDS Boardroom</p>	<p>All</p>	